

STATE OF CALIFORNIA
**RECORDS RETENTION SCHEDULE
APPROVAL REQUEST**
STD. 72 (REV. 7-92)

25 8/3/98

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	16	08-29-97	8	1101
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
	16	89-009	01-18-89	1-10

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS
Pat Chaplin
(14) TITLE
Chief, Personnel Programs Division
(15) DATE SIGNED
08-29-97

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST
ED RENNICK
(17) TITLE
RECORDS MANAGEMENT COORDINATOR
(18) NAME (Printed or Typed)
ED RENNICK
(19) TELEPHONE
(916) 653-4341
(20) DATE SIGNED
Sept. 11, 1997

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE--OIS CONSULTANT
Hermana M. Butierrez
(22) APPROVAL NUMBER
98-189
(23) TITLE
Records Management Consultant
(24) DATE SIGNED
7-28-98

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

(25) SIGNATURE--CHIEF OF ARCHIVES
[Signature]
(26) DATE SIGNED
AUG 14 1998

CALIFORNIA
STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Employment Development Department		SCHEDULE NUMBER (2) 16	DATE (3) 08-29-97
ORGANIZATIONAL UNIT MIC 54 Personnel Programs Division		PAGE OF PAGES (4) 1 of 8	
ADDRESS (Number Street City) 800 Capitol Mall, Sacramento, CA, 95814		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 98-189	

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	(M) (10)	(Y) (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			Mission We provide human resource services to support Staff in accomplishing Department goals.								
											Retention period is based on State fiscal year unless otherwise noted.
											Disclosure Restrictions: X Exempt from disclosure under provisions of the Public Records Act, Government Code Section 6254. XI Exempt from disclosure, but data subject may be allowed access under provisions of the Information Practices Act, Civil Code, Section 1798.24 unless exempt under Section 1798.40
											Destruction Confidential-Shred Non-Confidential-Recycle
											Retention Authority is in accordance with directions from Chief, Personnel Programs Division and State Administrative Manual.

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
			Records Found in All Sections								
1.	1		Correspondence • Personnel-employee related • Business	P		1 yr			1 yr	X*	*All exemptions are per Public Records Act (Government Code Section 6254) which exempts the disclosure of personnel, medical or similar files which could constitute an invasion of privacy; any records that could encourage unauthorized access to confidential data maintained by the Department; Other sensitive information, practices or procedures.
2.	1		Emergency Form Indicating Whom to Contact in Case of Emergency	P		Current			Current	XI*	Retain as current until superseded
3.	1		Employee Designation of Physician in Case of On-the job Injuries	P		Current			Current	XI*	Retain as current until superseded
4.	1		DE 3555 Request for Outservice Training	P		3 yrs			3 yrs		
5.	6		DE 7013 Absence Request	P		5 yrs			5 yrs		
6.	2		Supply Records: • DE 1743 Stock Received Report • DE 1904 Non standard Supply Requisition • DE 1905 EDD Warehouse Order • Copies of purchase orders, shipping documents, invoices, correspondence, inventory records, etc.	P		1 yr			1 yr		

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DEPARTMENT (1)

Employment Development Department

ORGANIZATIONAL UNIT

Personnel Programs Division

ADDRESS (Number

Street

City)

800 Capitol Mall, Sacramento, CA, 95814

SCHEDULE NUMBER (2)

16

DATE (3)

08-29-97

PAGE

OF

PAGES (4)

3 of 8

DEPARTMENT OF GENERAL SERVICES APPROVAL
NUMBER (5)

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
7.	41		03010 Training Information <ul style="list-style-type: none"> • DE 3373 Record of Formal Training • Training Demand Identification System (TDIS) 	P	M	3 yrs 1 yr+			3 yrs 1 yr+		Electronic TDIS records are retained for one fiscal year. Thereafter, files are converted to Microfiche and retained indefinitely.
8.	1		03020, 03021 Budget Information	P		Current +1 yr			Current + 1 yr		
9.	1		STD 645 Employee Suggestion (MAB)	P		Active +3 yrs			Active +3 yrs		Three years from the date of final decision from MAB Administrator
10.	5		STD 700 (formerly STD 730) Statement of Economic Interests	P		2 yrs		5 yrs	7 yrs		
11.	1	Hold / Retire Archives	Special Studies	P		2 yrs			2 yrs		
12.	46		03022 Medical Information <ul style="list-style-type: none"> • Reasonable Accommodation Medical Files • STD 610 Health Questionnaire • STD 610HQ Health Questionnaire/Medical Report • Subject to Proper Placement Letters 	P		Active +10 yrs			Active +10 yrs	XI*	Active until employee separates. Retain for 10 years after separation.

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**See instructions on reverse
and in SAM 1600**

DEPARTMENT (1) Employment Development Department	SCHEDULE NUMBER (2) 16	DATE (3) 08-29-97
ORGANIZATIONAL UNIT Personnel Programs Division	PAGE 4 of 8	OF PAGES (4)
ADDRESS (Number Street City) 800 Capitol Mall, Sacramento, CA, 95814	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 98-189	

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DATE (3)

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PAGE

OF

PAGES (4)

5 of 8

DEPARTMENT OF GENERAL SERVICES APPROVAL
NUMBER (5)

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
16.	2		STD 678 Application for Examination STD 678 Ethnic Stubs (See Remarks)	P		3 yrs			3 yrs	X*	STD 678 Ethnic Stubs Not Retained
17.	147		03080, 03081, 03082, 03083	P		5 yrs			5 yrs	XI*	
			• Adverse Action Records	P		5 yrs			5 yrs	XI*	
			• CAL-OSHA No 200 log and Summary of Occupational Injuries and Illness	P		5 yrs			5 yrs	XI*	
			• Employee Assistance Program	P		5 yrs			5 yrs	XI*	
			• Grievance Records (Merit Issues)	P		5 yrs			5 yrs	XI*	
			• DE 8421 Reasonable Accommodation Request/933RA Authorization for the Release of Medical Information	P		5 yrs			5 yrs	XI*	
			• SCIF 3067 Report of Occupational Injury or Illness	P		5 yrs			5 yrs	XI*	
			• STD 268 Accident Report (Other than Motor Vehicle)	P		5 yrs			5 yrs	XI*	
18.	1		• Strike Contingency Plan	P		Current			Current	X*	Retain as current until superseded
			03084	P		Perm. 5 yrs			Perm. 5 yrs	X*	
19.	57	Hold / Notify Archives	Class Specifications Class History Classification Audits Department Organizational Changes	P M P P		" " "			" " "		

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
20.	1		Hires Above Minimum Administrative Time Off Memos Salary Rule Exceptions	P		5 yrs			5 yrs	X*	
21.	1		SPB 300-903 SPB Calendars	P		5 yrs			5 yrs		
22.	500		03380 Official Personnel Records <ul style="list-style-type: none"> • Official Personnel Folder • DE 6271 Pay for Performance Certification • DE 601 Staff Action Request • DE 7014 Employee Leave Record-Intermittent • DE 7014A Employee Leave Record-Part Time • DE 7015 Employee Leave Record-full Time • DE 7415 Family Medical Leave Act (FMLA) Request • DE 897 Bilingual Pay Request • DE 9450 Voluntary Time (V-Time) Off Request • DE 7016 Compressed Workweek Request • HBD 21 Health Benefits Plan for Direct Pay While on Non-Pay Status • HBD 38 Health Benefits Plan Statement Enrollment • HBD 12 Health Benefits Plan • DE 6063 Employment Eligibility Verification (I-9) • STD 680A Notice of Personnel Action • PERS 155 Notice of change and/or Certification of Contribution Rate • PERS 283 Certification of Correction-Member Contribution and Collection Due • Merit Award Correspondence • State Service Reconciliation Forms/Cards • STD 242 US Savings Bonds Purchase/Payroll Deduction Authorization • STD 611 Employee Record • STD 612 Employee Transfer Data • STD 642 Employee Leave Record (See DE 7014, DE 7014A, and DE 7015) • STD 642 Employee Leave Record (White) (See DE 7014, DE 7014A and DE 7015) • STD 651 Employee's Job Description 	P		Active			Active	XI*	Retain as active until the employee separates. Then retain according to type of separation: (a) Resignation without fault, voluntary retirement, rejection on probation, layoff: Five (5) years from the date of separation (b) Disability retirement, termination by disciplinary action, resignation with fault, AWOL: Until age 70

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
22.	See above		Official Personnel Records (Cont.) <ul style="list-style-type: none"> • STD 687 Separation/Disposition of PERS Contribution • STD 688 Oath of Office • STD 689 Oath of Allegiance State Employee • STD 691 Dental Enrollment Form • STD 696 Dental Plan Direct Payment Authorization • STD 698 Life Insurance Enrollment Authorization • STD 699 Direct Pay Authorization • STD 700 Vision Plan Authorization • STD 701 FlexElect Authorization 	P		Active			Active	XI*	Retain as active until the employee separates. Then retain according to type of separation: (a) Resignation without fault, voluntary retirement, rejection on probation, layoff: Five (5) years from the date of separation (b) Disability retirement, termination by disciplinary action, resignation with fault, AWOL: Until age 70
23.	4		<ul style="list-style-type: none"> • CD 609 (8631) Certification of Salary Adjustment • DE 6271 Pay for Performance Certification • STD 609A Certification of Merit Salary Adjustment • STD 678 Examination Application 	P		Current			Current	XI*	Retain as current until superseded
24.	20		<ul style="list-style-type: none"> • CD 37 Payroll Transaction • CD 38 Payroll Warrant Register • CD 46 (Now part of STD 672) • CD 66 Report of Exceptions • DE 2676 Request for Position Action • DE 676A Personal Use of State Vehicle • DE16 Correction to STD 672 • Name Change File • SBP 215 TAU Memorandum • SPB 100-125 TAU Request • STD 407 Change in Payroll Header • STD 603 Report of Absences Without Pay • STD 607 Change in Established Positions • STD 608 Established Positions • STD 608A Established Position Record (Temp.) • STD 625 Classification and/or Certification Request • STD 634 Absence and Additional Time Worked • STD 671 Authorization for Extra Hours/CTO • STD 672 Attendance Report • STD 673 Report of Extra Hours to be Paid • STD 674 Payroll Adjustment Notice 	P		Current +4 yrs			Current +4 yrs	XI*	

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26.	5		<ul style="list-style-type: none"> DE 8553 Revolving Fund Requests Revolving Fund Forms (See DE 8553) 	P		5 yrs			5 yrs	XI*	Five years from the pay period of request
27.	7		<ul style="list-style-type: none"> STD 639 Salary Garnishments 	P		Active +5 yrs			Active +5 yrs	XI*	Retain as active until satisfied. The retained for 5 years from the pay period involved.
	1101		Total Records								